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# TENTATIVE RULES FOR CATALOGING INCUNABULA

## PROPOSED BY THE A. L. A. COMMITTEE ON CATALOGING

The Committee on Cataloging invites correspondence and criticism of these tentative rules. Address the chairman, W. W. Bishop, University of Michigan, Ann Arbor.

1. Entries for incunabula which have already been adequately described in a catalog or bibliography are to contain the following items:

1) Statement, consisting of author's name, conventional title, and imprint.

2) Collation, consisting of pagination, signatures, folding symbol and size in centimeters.

3) Additional authors, editor, translator.

4) Notes on scope, contents, etc.

5) References to bibliographies giving full description.

6) Notes on copy: former owners, binding, marginal ms. notes, rubrication, details about incompleteness, etc.

### Notes

1) *Statement*: If a book is known by a conventional title, although this title is not used exactly in the edition in hand, the conventional title is to be used in the heading; in the imprint, use the form of the name of the place as in the book; give as a rule the name of the printer (publisher) in the form adopted by the British Museum, and the date in Arabic numerals: if a book is not dated, give a conjectural date, as near as possible, and always month and day, if known or conjectured; explain all conjectures in a note; use brackets in the statement only for enclosing information as to imprint supplied from sources other than the book.

2) *Collation*: If a book is unpagged, give the foliation rather than the pagination, mentioning incompleteness, viz.: 320 leaves (leaf 20 wanting); when many leaves are wanting give exact number of leaves; 320 leaves (incomplete); in the latter case mention in note (no. 6) the missing leaves.

3) Give *additional authors*, if not in contents note.

4) *Note on scope, contents, etc.*: Efforts should be made, by use of reference works, to state the full and real scope of the book in hand; contents should be given in preference to a note.

5) *References to bibliographies*: These should be given in the following order: The one giving the best and fullest description, then Hain (with Copinger and Reichling), British Museum, others.

In 4 the special typographical forms used should be reproduced. If any part quoted be in capital letters, use small capitals for contractions, etc., not lower case.

6) Significant variations from copies described to be noted.

### Examples

**Petrus Hispanus, d. 1277.**

Thesaurus pauperum. [Florence, Bartolommeo di Libri, 1495?]

[94] leaves. a-z<sup>4</sup>, &<sup>2</sup>. 4<sup>o</sup>. Type 92 Qu]. No catchwords. 16½<sup>cm</sup>.

1<sup>a</sup> Qui in comincia illibro chiamato thesoro de poueri || compilato et facto per maestro piero spano [Woodcut.]

93<sup>a</sup> ends: Finis.

94<sup>b</sup> ends: alla quartana capitolo lxii a carte lxxxx.

Woodcut on 1<sup>a</sup> shows a surgeon's shop. Table of contents 93<sup>b</sup>-94<sup>b</sup>.

Perrins (Pollard) p. 93; Hain 8714; Reichling v, p. 144; Proctor 6257, Modern vellum.

Fol. e<sup>1</sup> and e<sup>2</sup> are bound between e<sup>2</sup> and e<sup>3</sup>.

**Plinius Secundus, Caius, 23-79.**

Historia naturalis. Venice, Nicolaus Jensen, 1472.

[356] leaves. (leaf [20] blank, wanting.) 2<sup>o</sup>. Type 113 Qu]. Neither signatures nor catchwords. 39½<sup>cm</sup>.

1<sup>a</sup> CAIVS PLYNIVS MARCO SVO SALVTVM.

3<sup>a</sup> CAII PLYNII SECVNDI NATVRALIS HISTORIAE LIBER .I. || CAIVS PLYNIVS SECVNDVS NOVOCOMENSIS DOMITIANO || SVO SALVTVM. PRAEFATIO.

21<sup>a</sup> CAII PLINII SECVNDI NATVRALIS HISTORIAE LIBER II. || AN Finitus sit mundus: & an unus. Ca. i.

355<sup>a</sup> *Colophon*: CAII PLYNII SECVNDI NATVRALIS HISTORIAE LIBER TRI-||CESIMISEPTIMI ET VLTIMI FINIS IMPRESSI VENETIIS || PER NICOLAVM IENSON GALLICVM .M. CCCC. LXXII. || NICOLAO TRONO INCLYTO VENETIARVM DVCE.

Iohannis andree episcopi alerensis ad pontificem || summum Paulum secundum venetum epistola.

356<sup>a</sup> ends: Instaurata aliquatulu sub romano potifice maximo Paulo secudo veneto.

The dedication of Johannes Andres [Bussi], bishop of Aleria, to Pope Paul II is copied from the edition of Sweynheym and Pannartz, Rome, 1470.

Contents — Cosmology. Geography. Anthropology. Zoology. Botany. Pharmacology and medicine. Mineralogy.

Morgan, II, 297; Hain-Copinger \*13089; Proc. tor 4087; Yale 11. Full leather from 17th or 18th century.

Leaves 159, 170-209, 321-328, wanting, replaced by photographic negatives.

The examples are from the John Crerar Library's cards.

The Committee recommends that headings, etc., be quoted (as in the examples) in small capitals in place of upper case.

### WANTS, OFFERS

Any library member of the Association may insert, without cost, a ten-line notice of books or periodicals wanted, for sale, or for exchange.

#### WANTS

**A.L.A. Headquarters, 78 East Washington St., Chicago, Ill.** New types of small library buildings; The Booklist, volume 17, numbers 2, 7, 10 (November 1920, April and July, 1921).

**Central Library Department, Baroda, India.** Selected list of French Books, compiled by J. C. Bracq and published by the American Library Association.

**Clark University Library, Louis N. Wilson, librarian, Worcester, Mass.** Alienist and Neurologist, vol. 37, no. 4 and title page and index; vol. 38, nos. 1 and 3. American Antiquarian and Oriental Journal, title page and index to vol. 35, and 36, no. 1, the last issue. Americas, vol. 1, no. 1; title and index for vol. 1-3, 6-7. Bulletin of the American Bureau of Geography, vol. 2, no. 2-3, 1901. English Journal, vol. 1, no. 9; vol. 8, no. 9. New Republic, vol. 15, title page and index only; vol. 24, title page and index only. Outlook, vol. 123, no. 5, 1919. Science, vol. 44, July-December, 1916, title page and index only. Teachers Monographs vol. 22, no. 1, 1916.

#### OFFERS

**Bertha Steward, Steward, Illinois.** Century Magazine from the first volume to about 1910. Lacks just a few numbers and is in excellent condition. Will send free to any library paying the transportation.

**Providence Public Library, 229 Washington St., Providence, R. I.,** offers the following: The Searcher, vol. 10; Information, vol. 1; Year Book of Science, 1891; Scientific Progress, 1893; Pratt Institute Monthly, 1896-1903; Peabody Museum, Papers, vol. 4, nos. 1-2, Archæological and Ethnological Papers, vol. 4; The Path and Universal Brotherhood Path, 8 vol.

**University of Pennsylvania Library, Philadelphia, Pa.** Spanish books on South American subjects: law, history, economics, education, science, biography, etc., about 300 volumes, mostly since 1900; cloth, in good condition.

**The University Extension Division of the University of Wisconsin, Madison, Wisconsin,** has a limited supply of the War Book of the University of Wisconsin which will be sent upon request to public or school libraries, as long as the supply lasts, upon the receipt of six cents to cover the postage. The University Extension Division has also duplicate copies of many of the standard magazines such as the Century, Outlook, Harpers, Atlantic, Scribners, which will very willingly be sent to libraries wishing to complete their files, the library of course, meeting the postage or transportation expense.

Mrs. Carl B. Roden of Chicago has been appointed as a member of the Executive Committee of the School and Poetry Association. The appointment was made by President Utley in response to a request from the officers of the new association for an A. L. A. representative on that Committee.

We need not be apologetic about our institution. No cause can be greater than that which seeks to raise America's manhood and womanhood to the highest power of true citizenship. Hence, let us fight valiantly for a financial support of public libraries so that their future may not become imperiled; so that good libraries will abound; so that librarians will be properly compensated.—W. L. Pieplow, "The library as a municipal investment," *A.L.A. Proceedings 1922*, p. 347.